

### **ROLES IF AN AIN TAG MANAGER**

AIN tag managers are individuals, organizations, or companies that provide AIN tags to another AIN tag manager or reseller, or to a premises. The AIN tag manager must have an AIN tag distribution agreement with an AIN tag manufacturer(s).

In order to be an authorized AIN tag manager, the individual or firm must agree to abide by the following:

1. Complete the AIN tag manager training provided by USDA;
2. Distribute AIN tags only to a premises or entity that has either a PIN or NPN and validate the accuracy of the PIN or NPN;
3. Provide the validated PIN or NPN to the entity that ships the AIN tags when not completing the delivery themselves;
4. Maintain a record of inventoried AIN tags received from an authorized AIN tag manufacturer or another authorized AIN tag manager or returned from a premises, and have such records available to the USDA upon request;
5. Submit to the AIN Management System within 24 hours (or close of next business day), in accordance with prescribed protocols, a record of all AINs shipped or delivered; and
6. Educate producers receiving AIN tags on the proper use of official animal identification devices.

The AIN tag manager confirm on-line, using the AIN Management System, that they have a marketing agreement with a specific AIN tag manufacturer(s). USDA will recognize the individual or entity as an AIN tag manager upon confirmation of the marketing agreement(s) by the AIN tag manufacturer and upon the AIN tag manager completing the knowledge-based quiz (see step #5 below) .

### **HOW TO BECOME AN AIN MANAGER**

The following steps explain how to become an ain tag manager. Also, see the AIN tag manager User Manual posted on the AIN Management System (under the Help menu option).

1. Obtain a Nonproducer Participant Number (NPN)
  - a. The individual or business needs to obtain an NPN through the premises registration system in the State in which their headquarters is located. For

example, if the corporate office for your company is in Kansas, your company will obtain an NPN through the Kansas premises registration system using the same procedure used to register a premises. Please contact the State Animal Health Authority for information about obtaining an NPN. Information on each State is provided on the NAIS Website at: [www.usda.gov/nais](http://www.usda.gov/nais)

2. Obtain an eAuthorization account
  - a. Each individual who will be accessing the AIN Management System in your office should obtain an eAuthorization account. USDA's eAuthentication is the system used by USDA agencies to enable customers to obtain accounts that will allow them to access USDA Web applications and services via the Internet. This includes activities such as submitting forms electronically, completing surveys online, and checking the status of your USDA accounts. You will need to create an account (<http://www.eauth.egov.usda.gov/eauthCreateAccount.html>) with a level 2 clearance. Level 2 clearance requires validation of a photo ID at the Farm Service Agency (FSA) office nearest you, which will serve as your local authorization authority. A list of FSA offices is available online at: <http://www.fsa.usda.gov/edso/>.
3. Acquire a marketing arrangement with an AIN tag manufacture
  - a. Contact an approved AIN tag manufacturer (or one that is anticipating becoming one) to establish an agreement or marketing arrangement. This agreement is entirely between the manufacturer and the manager.
  - b. A list of approved AIN tag manufacturers will be available in the future on the AIN Management System, which can be accessed online at: <http://nais.aphis.usda.gov/ainmngt/AllProductNew.do>.
  - c. When the potential AIN tag manager has established an agreement or arrangement with an AIN tag manufacturer, you will provide that company with your NPN. The AIN tag manufacturer will then "nominate" you as an AIN Manager for them on the AIN Management System.
4. Create AIN Management Application User Account

Login to the AIN Management application online at: <http://nais.aphis.usda.gov/ainmngt/>

Click Login. Enter your eAuthentication ID and password (see Step 2) to gain access to the AIN Management System application. If you are the first person in your office to create an account on the AIN Management System, enter your NPN (see Step 1). If you are not the first person in your office to create an account, you must be nominated by the first person or any person with Administrative access to your NPN. Enter your premises identification number (PIN) and email address to create your account. The PIN and email address to use will have been emailed to you when the administrative user first creates your office's account.

5. Knowledge-based quiz
  - a. USDA has provided a User Guide (available online at: <http://nais.aphis.usda.gov/ainmngt/HelpGetAnonymous.do>), which describes the various duties and responsibilities of the AIN managers, resellers, and manufacturers. Once you have read the User Guide, you can complete the knowledge-based worksheet (available on the same Web page). Passing results on the worksheet will result in your AIN manager account being set to “active.” If you do not achieve passing results, you can try again until you achieve an acceptable score.
6. Accept AIN tag manufacturer “nomination”
  - a. Once you have been “nominated” you can log on to the AIN Management System and accept the “nomination” to accept or enable the relationship with the AIN tag manufacture.
  - b. The terms and conditions for being an AIN manager will be displayed, and you will be required to accept the terms and agreements. Your acceptance will serve as a formal agreement between you and USDA.